**Competency Assessment**

**Project 4-1: Lost Art Photos**

**You are employed in the marketing department at Lost Art Photos and have been asked to format a promotional document.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *photos*** from the data fi les for this lesson.

**2. SAVE** the document as ***lost\_art\_photos*** in the lesson folder on your USB flash drive.

**3. SELECT** the document’s title.

**4.** On the Home tab, in the Paragraph group, click **drop-down arrow** on the Border button.

**5.** Scroll down and click **Borders and Shading** to open the Borders and Shading dialog box.

**6.** In the Setting list, click **Shadow**. On the Width list, click **3 pt**.

**7.** Click **OK** to close the Borders and Shading dialog box.

**8.** On the Home tab, in the Paragraph group, click the **drop-down arrow** next to the Shading button.

**9.** Under Theme Colors, click the color that is labeled **Olive Green, Accent 3, Lighter 60%**.

**10.** Select the first paragraph.

**11.** On the Home tab, in the Paragraph group, click the **Line Spacing** button.

**12.** Click **1.0** on the menu.

**13.** Select **Affordable Prints**.

**14.** Click the **down arrow** next to the Border button.

**15.** Click **Outside Borders** from the selection.

**16.** Click the **drop-down arrow** next to the Shading button.

**17.** Click the color that is labeled **Olive Green, Accent 3, Lighter 40%.**

**18.** Double-click the **Format Painter** to copy the formatting of Affordable Prints to each of the other headings: Quality Product, Options, Options, Options, and Satisfaction Guaranteed. Click the Format Painter to turn it off.

**19. SAVE** the document in the lesson folder on your USB flash drive, then **CLOSE** the file.

**LEAVE** Word open for the next project.

**Competency Assessment**

**Project 4-2: General Performance Expectation Guidelines**

**In your job at Books and Beyond, you continue to work on documents that will be part of the employee handbook.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *guidelines*** from the data fi les for this lesson.

**2.** SAVE the document as ***handbook\_guidelines*** in the lesson folder on your USB flash drive.

**3.** Select the two lines that begin **Verbal discussion . . .** and **Written warning . . .**.

**4.** On the Home tab, in the Paragraph group, click the **drop-down arrow** next to the Bullets button and select the solid **circle**.

**5.** Place the insertion point after the second sentence in the list and press **Enter**.

**6.** Key **Termination** as the third bulleted item.

**7.** Select the double-spaced lines beginning with **abuse, misuse . . .** and ending with **falsification, misinterpretation . . .** .

**8.** Click the **drop-down arrow** next to the Bullets button and click **Define New Bullet**.

**9.** Click the **Symbol** button, then click the **drop-down arrow** in the Font box and select **Wingdings**. In the fifth row, fifth column, select the **solid diamonds**. Click **OK** to close the Symbol dialog box, then click **OK** to close the Define New Bullet dialog box.

**10.** Select the remaining paragraphs beginning with **insubordination, willful disregard. . .** and ending with **engaging in conduct . . .** .

**11.** Click the **drop-down arrow** next to the Bullets button and click **Define New Bullet**.

**12.** Click the **Picture** button and in the search text box, key **diamond** and click **GO**. Select the **second diamond** and click **OK** to close the Picture Bullet dialog box; then click **OK** to close the Define New Bullet dialog box.

**13.** Select the first, second, third, and last paragraph in the document.

**14.** On the Home tab, in the Paragraph group, and click the **Justify** button.

**15.** With the paragraphs still selected, apply the first-line indent by launching the Paragraph dialog box. On the Home tab, in the Paragraph group, click the **drop-down arrow** to launch the Paragraph dialog box. Under Special, select the **drop-down arrow** and select **First Line Indent**. Click **OK** to close the Paragraph dialog box.

**16. SAVE** the document in the lesson folder on your USB flash drive, then **CLOSE** the file.

**Proficiency Assessment**

**Project 4-3: PTA Officers**

**You are a volunteer at the local elementary school and have been asked to format a PTA document that lists the officers for the upcoming school year.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *pta*** from the data fi les for this lesson.

**2. SAVE** the document as ***pta\_offi cers*** in the lesson folder on your USB flash drive.

**3.** Use the Tabs dialog box to format the document as shown in Figure 4-30.

**Set a Right tab at 1.38”.**

**Set a Left tab at 2”.**

**Set a Right tab at 5.5” with a leader.**



**4.** Create a **Right** tab setting at **6.5”** with **dot leaders**, then key the phone number beside each name. The phone numbers should align evenly between the left and right margins. Maintain a balanced look for your document.

**5. SAVE** the document in the lesson folder on your USB flash drive, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

**Project 4-4: Phone List**

**Create a list of numbers that you call frequently to keep beside your phone.**

**GET READY. LAUNCH** Word if it is not already running.

**1. CREATE** a new Word document.

**2. SAVE** the document as ***phone\_list*** in the lesson folder on your USB flash drive.

**3.** Create a list of phone numbers and title it Numbers To Post. Create a numbered list and apply tab settings as shown in Figure 4-31.

****

**4.** Create a **Right** tab setting at **6.5”** with **dot leaders**, then key the phone number beside each name. The phone numbers should align evenly between the left and right margins. Maintain a balanced look for your document.

**5. SAVE** the document in the lesson folder on your USB flash drive, then **CLOSE** the file.

**LEAVE** Word open for the next project.

**Mastery Assessment**

**Project 4-5: Developer Job Description**

**You are a content specialist at a software development company. Your supervisor asks you to format the job description for the developer position.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *developer*** from the data fi les for this lesson.

**2. SAVE** the document as ***developer\_description*** in the lesson folder on your USB flash drive.

**3.** Use the skills you have learned in this lesson—such as alignment, line spacing, shading, borders, tabs, and bulleted lists—to format the document as shown in Figure 4-32. Be sure to follow these guidelines:

**Mastery Assessment**

**a.** Display the Show/Hide.

**b.** Delete all of the nonprinting character marks (¶) in the document where a blank line appears.

**c.** For the title, apply the shading **Orange, Accent 6, Lighter 40%** and set the paragraph Spacing After to 24 pts.

**d.** Select the headings Position Title, Position Objective, and Reports To and apply the shading to **Orange, Accent 6, Lighter 80%**.

**e.** Select the headings, Principle Accountabilities and Essential Duties of the Job and Qualifi cations and apply a border with the **Shadow setting**; Width: **2 ¼”**; Color: **Orange, Accent 6, Darker 50%**.

**f.** Set the paragraph Spacing After to 12 pts. after each paragraph headings: Position Title and Position Objective.

**g.** For the Reports To heading, set the paragraph Spacing After to 24 pts. after Director of Development.

**h.** Under the heading, Principle Accountabilities and Essential Duties of the Job apply the solid diamond bullets to the paragraphs.

**i.** At the beginning of the first bulleted item under Principle Accountabilities and Essential Duties of the Job and Qualifications set the paragraph Spacing Before to 12 pts.

**j.** After the last bulleted item under Principle Accountabilities and Essential Duties of the Job, set the Spacing After to 18 pts.

**4. SAVE** the document in the lesson folder on your USB flash drive, then **CLOSE** the file.

**LEAVE** Word open for the next project.

**Project 4-6: Rabbit Show**

**You are a volunteer at the annual Falls Village Fair, and you have been assigned to work on a document about one of the exhibits. The person who created the document was not as familiar with line spacing, tabs, and lists as you are, so you need to format the document as shown in Figure 4-33.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *rabbit*** from the data fi les for this lesson.

**2. SAVE** the document as ***rabbit\_show*** in the lesson folder on your USB flash drive.

**3.** Make any adjustments necessary to format the tabs, line spacing, and lists as shown in Figure 4-33, following these guidelines:

**a.** On the title, remove the first-line indent and make sure the alignment is set to Center.

**b.** Select the first six lines under the heading, remove the first-line indent, then remove all existing tab settings and reset the tab settings to a Right tab at **2”** and **6”** with leaders.

**c.** Remove extra paragraph mark before and after **Call Pat . . .** and center.

**d.** Remove all formatting, tabs, and indents. Apply a bullet using a check mark within a box under the heading Special Rules.

**e.** Remove the nonprinting character mark before the heading **RABBIT PREMIUMS**. Change the paragraph spacing by setting the Spacing Before/After to 18 pts.

**f.** Select the items under RABBIT PREMIUMS and clear formatting. Beginning with **Pre-Junior** and ending with **Senior Class . . .** , apply the numbering list **1., 2., 3., 4.**

**4.** Adjust the text so that it all fits on one page.

**5. SAVE** the document in the lesson folder on your USB flash drive, then **CLOSE** the file.

**CLOSE** Word.